



## **The State of New Hampshire Insurance Department**

**21 South Fruit Street, Suite 14  
Concord, NH 03301**

**Roger A. Sevigny  
Commissioner**

**Alexander K. Feldvebel  
Deputy Commissioner**

### **Producer Licensing Fees Refunds Policy**

NH Insurance Department Producer Licensing fees are specified by statute in RSA 400-A: 29. There are non-refundable application fees and license fees that vary in amount by type of license. On occasion, the department finds it appropriate to refund the license fee due to various types of processing errors. The department has established a policy to process these refunds. Refunds of the license fee will be made in the following circumstances:

1. Inadvertent duplicate submission of an electronic application via National Insurance Producer Registry or State Based Systems.
2. Original license or renewal denied by the department in accordance with RSA 402-J:12.

As we improve licensing services to our customers with on-line licensing systems and other efficiencies, there will be occasions when license issue will be pending the receipt of documents from the applicant. Applications pending for over 60 days will be deleted from the system and the fees will not be refunded.

#### **Refunds Process:**

1. The request for refund must be made to the department in writing within 60 days of the triggering event. Attn: Licensing Manager.
2. Requests for refunds of duplicate electronic submissions must include identification of the transaction numbers involved.